<table>
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<th>Ref No</th>
<th>Hazard under review</th>
<th>No &amp; Description of Staff/Students/Others Involved</th>
<th>Existing Controls</th>
<th>Assessed Level of Risk*</th>
<th>Further Action Required</th>
<th>By (Date) + Review Date</th>
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| 1      | Display Screen Equipment- Staff may suffer from upper limb disorders, headaches, bad posture, back pain which can be from incorrect usage, equipment not set up correctly, posture or glare. | All computer users                                 | 1. Workstation assessments carried out for new users  
2. Workstation assessments reviewed every 18 months to 2 years for existing users or when new equipment has been installed.  
3. All users trained in good workstation layout and good working practices during assessment.  
4. DES assessor to occasionally remind staff about correct working practices.  
5. Eye and eyes sight test to be offered to all users at every workstation review.  
6. Users are trained in recognising visual or postural fatigue and what to do when this happens. (i.e. change activity, move to another area, have a break etc)  
7. Users know the correct procedure to follow in | L | M | H | No Action Required | 1 year |
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| 2. | Slips, trips and falls as a result of trailing cables, damaged floor coverings, spillages, cabinets/desks/vending machines in hallways. | All staff | 1. Maintain good housekeeping, including cleaning up spillages and removing obstacles. (If safely possible)  
2. Manage trailing cables, no loose cables in walkways.  
3. Make sure floors and walkways are clear of any obstructions and trip hazards. Reporting any defects to Estates Services.  
4. All staff made aware of the above requirements during briefing sessions. |  | Remind users that frequently used cables to be tidied away properly.  
When in use that they maintain any loose cables - Speakers at risk of tripping when presenting,  
E.g. Phd conference from yesterday. Equipment has been used- trailing cable needs a cable protector. |  |
|   |   | All visitors |   |
|   |   | Students |   |
| 3. | Manual Handling- occasional lifting may lead to back injuries, hand and leg injuries especially when not lifted correctly. | All staff | 1. Supplier requested to deliver packages to area where they will be kept.  
2. Staff to break loads down to smaller sizes and weights where possible (e.g. when collecting bulk exam papers to make more than one trip or to share the load with another person.  
3. Manual handling training provided to all staff who undertake lifting task |  | No Action required |  |
|   |   |   |   |

1 week
1 year
with the potential to cause harm.
4. Staff are instructed not to move any office furniture or other heavy objects i.e. photocopiers. Porters can be booked to undertake such tasks.
5. All manual handling activities with the potential to cause harm must be risk assessed using the college manual handling assessment check list.

Use of electrical equipment e.g. Copiers, printers, kettle, toaster leading to possible electrical shock and/or burns

All Staff

1. Office equipment is regularly visually inspected and checked by all users
2. All portable electrical equipment is PAT tested at pre-determined intervals by Estate Services. Head of Department to notify the Deputy Director Client Environment if this is not happening.
3. Staff informed to immediately report faulty equipment to supervisor, which must then be taken out of use and not to attempt to repair said items
4. No personal electrical equipment allowed in the workplace.

To have a first aid box within the kitchenette area as the coffee machine is in high use or to have a sign to locate the first aid box in the upstairs kitchen. 1 week

Fire leading to smoke inhalation, burns and death.

All Staff

1. Fire evacuation procedures are communicated to all staff during departmental health and safety induction

Chairs to be organised in a clear fashion so all persons have a clear escape route in a case of an emergency. 1 year
2. Testing of the fire alarm is conducted every Thursday at 11.15 am. Not tested during exam periods.
3. Fire evacuation drills are carried out annually
4. Fire extinguishers are provided and maintained on a contract by Estate Services for use by trained Fire Marshalls.
5. Fire exits and escape routes must be kept clear of obstructions at all times.
6. Fire Safety officer to walk the building on a regular basis to check that above fire safety requirements are being met
7. All staff advised of the above requirements during staff briefings
8. Trained fire marshals appointed to assist with an evacuation
9. All staff are required to complete online fire awareness training.

<p>| 7. | Poor hygiene and welfare conditions leading to staff discomfort or illness | All Staff | All visitors | Students | 1. Kitchen area/pantry provided with a supply of mains fed cold water | | No further action required | 1 year |</p>
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<tr>
<th>No.</th>
<th>Issue Description</th>
<th>Responsible Roles</th>
<th>Steps Taken</th>
<th>Status</th>
<th>Remarks</th>
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| 8.  | Falls from height Accessing high shelving will require the use of low level steps. If these are in poor condition or staff are careless, they may fall and injure themselves. (see College Work at Height Policy and Procedure) | All Staff                          | 1. A stepladder is provided to gain access to high shelving.  
2. Chairs must not be used to access high shelves.  
3. The stepladder is visually inspected and checked before use with a formal check conducted annually.  
4. Staff instructed to report any concerns to the Health & Safety Adviser.  
5. Staff are instructed not to use any access equipment that is damaged, and to report any defects immediately to the Administrator.  
6. Staff are instructed on the correct/safe use of the access equipment and a training log is kept in the department. | x     | Broken shelving unit at the back of the room. Needs fixing or replacing.  
A couple of shelves taking on too much weight. Items on shelves need to be moved. |
| 9.  | General discomfort resulting in members of staff feeling unwell.                   | All Staff                          | 1. Both offices are fitted with windows which can open to allow ventilation.  
2. Staff encouraged to report concerns to the College Health and Safety Adviser. (Founders) | x     | No action required |
| 10. | Injuries sustained at work. General first aid arrangements                         | All Staff                          | First aid signs posted in prominent locations around the building.  
Staff informed of first aid provisions during the departmental health and safety induction session on their first day. | x     | First aid sign needed to locate first aid box and a first aider |